

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT MICHIGAN PRISONER REENTRY INITIATIVE	EFFECTIVE DATE 09/19/2005	NUMBER 03.02.100
	SUPERSEDES NEW	
	AUTHORITY MCL 791.203	
	ACA STANDARDS NONE	
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## POLICY STATEMENT:

The mission of the Michigan Prisoner Reentry Initiative (MPRI) is to significantly reduce crime and enhance public safety by implementing a seamless system of services for offenders from the time of their entry to prison through their transition, community reintegration and aftercare in their communities.

## RELATED POLICY:

06.06.115 Intensive Parole Reentry Program

## POLICY:

### GENERAL INFORMATION

- A. Implementation of the MPRI requires a coordinated systems approach to offender reentry which involves every phase of the correctional system. It also requires continued and expanded collaboration with community providers and families as well as law enforcement and other government agencies that have a responsibility for public safety.
- B. The Deputy Director of the Policy and Strategic Planning Administration (PSPA) shall be responsible for general oversight of the implementation of the MPRI on a Department-wide level.
- C. The requirements set forth in this policy directive shall control when in conflict with specific requirements set forth in another policy directive.

### ORGANIZATIONAL STRUCTURE

#### STATE POLICY TEAM

- D. The State Policy Team is comprised of representatives from the Governor's Office and the four principal departments (i.e., Department of Corrections, Department of Community Health, Department of Labor and Economic Growth and Department of Human Services) involved in implementation of the reentry initiative. The Team provides general oversight of the State's implementation of the reentry initiative.

#### ADVISORY COUNCIL

- E. The Advisory Council was formed by the State Policy Team and consists of key state and local stakeholders in the reentry initiative. Both state and local government representatives and community representatives are represented. The Advisory Council's primary purpose is to recommend to the State Policy Team any improvements that it believes should be made to the reentry initiative or its implementation. Advisory Council members also are involved in implementation planning through the various implementation work groups.

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### EXECUTIVE MANAGEMENT TEAM

- F. The Executive Management Team is comprised of representatives from the four principal departments involved in implementing the reentry initiative. The representatives are responsible for making systemic changes within their respective departments to improve reentry practices. The Executive Management Team may develop work groups and implementation committees as needed to focus on policy and policy changes that are needed to implement the reentry process.

### MPRI IMPLEMENTATION

- G. MPRI shall extend to all prisoners and parolees under the jurisdiction of the Department; however, the initial emphasis shall be placed on prisoners approaching their parole eligibility date. The Deputy Director of Correctional Facilities Administration (CFA) shall identify facilities which will operate as pilot sites for MPRI implementation and the counties that will be serviced by each site. These sites shall offer specialized programming that emphasizes the knowledge and skills required to successfully transition back into the community. The programming shall be available to prisoners transferred under this policy. Additional facilities shall be designated as needed to further implement MPRI.
- H. A prisoner who is within seven months of his/her ERD may be considered for transfer to an appropriate facility offering MPRI services for the county to which the prisoner intends to be released; such transfers require the approval of the CFA Classification Director or designee. If a prisoner receiving MPRI services is subsequently denied parole, the Warden or designee may discontinue providing MPRI services to that prisoner. Prisoners granted a parole contingent upon completion of the Intensive Parole Supervision Program shall be placed in that Program as set forth in PD 06.06.115 "Intensive Parole Reentry Program". All transfers shall be in accordance with PD 05.01.140 "Prisoner Placement and Transfer".

### STEERING TEAMS

- I. Steering Teams shall be developed for counties serviced by a facility providing MPRI services. Each Steering Team shall include the Warden(s) of each facility servicing the county, a local Field Operations Administration (FOA) staff person identified by the FOA Deputy Director or designee and community representatives involved in providing reentry services and programming within the community. At least one Warden or facility representative chosen by the CFA Deputy Director, an FOA representative chosen by the FOA Deputy Director, and a community representative chosen by the Team shall serve as Team co-chairs. Steering Teams are responsible for developing, monitoring and providing local oversight of the MPRI process in the community as well as coordinating MPRI implementation.

### TRANSITION TEAMS

- J. Each Steering Team shall lead one or more Transition Teams, which shall be comprised of community service providers and/or representatives of the Steering Team. Transition Teams are responsible for providing support to prisoners in the transition planning process and assisting the prisoners' transition into the community through a case-management approach; however, for prisoners paroling, recommendations by the Transition Team are subject to approval by the supervising field agent, once that agent is identified.

### MPRI CONTACT PERSON

- K. Each Warden of a facility offering MPRI services shall designate an employee to act as the MPRI contact person for that facility. The MPRI contact person's responsibilities shall include scheduling meetings between prisoners and Transition Team members and associates upon request of the Transition Team member or associate. Meetings shall be scheduled only during normal business hours unless otherwise approved by the Warden or designee.

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## PROGRAMMING

- L. Proposals for reentry programs at a facility offering MPRI services shall be evaluated and approved as set forth in PD 05.03.100 "Prison Programs and Organizations"; however, only evidence-based programming shall be approved.
- M. Transition Team members and associates approved by the Warden of a facility providing MPRI services may provide reentry programming directly to prisoners within that facility; however, approval shall not be granted to a member or an associate who will have prisoner contact if the individual:
1. Is on probation or parole;
  2. Has a pending criminal charge;
  3. Is on the approved visitors list of any prisoner;
  4. Is on the approved telephone list of any prisoner, except if qualified clergy or an attorney unrelated to the prisoner by blood or marriage.
  5. Has at any time been subject to a visitor restriction imposed pursuant to PD 05.03.140 "Prisoner Visiting", unless the restriction was subsequently overturned by the Administrator of the Office of Policy and Hearings or by court order;
  6. Has a felony conviction, unless approved by the CFA Deputy Director or designee.
  7. Is providing outreach volunteer services under PD 03.02.110 "Outreach Volunteer Program", unless approved by the CFA Deputy Director or designee.
- The requirements set forth in PD 03.02.105 "Volunteer Services and Programs" shall apply to programming provided by transition team members and associates only as required by the CFA Deputy Director of designee. Meetings between prisoners and Transition Team members and/or associates shall not be counted as visits.
- N. Transition Team members and associates providing reentry programming who have prisoner contact shall not be permitted to provide money or personal items to prisoners. They also shall not be permitted to receive money or personal items from any prisoner.
- O. The Warden may rescind or limit approval of a Transition Team member or associate to provide reentry programming if the individual engages in conduct which is inconsistent with the goals of the Department or is a threat to the custody and security of the facility. Approval shall be rescinded under the following circumstances:
1. The organization with which the individual is affiliated no longer provides reentry services for the Department;
  2. The individual no longer represents the group or organization providing reentry services for the Department; or
  3. The individual no longer meets the eligibility criteria set forth in Paragraph M for Department approval.
- P. The Warden shall ensure that the appropriate Steering Team and the facility MPRI contact person is notified of each person approved to provide programming pursuant to Paragraph M; the Warden also shall ensure that the Steering Team and MPRI contact person is notified if that approval is rescinded or limited pursuant to Paragraph O.

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- Q. As approved by the Warden, supervised reunification sessions between a prisoner and the individual(s) with whom that prisoner will reside upon parole may be conducted by designated staff to assist in identifying and resolving conflicts that may arise as a result of the placement. A person who is determined by the CFA Deputy Director or designee to be a threat to the custody and security of the facility shall not be permitted within the facility to participate in reunification sessions. Attendance at reunification sessions shall not be counted as visits. The Warden may develop standards, including clothing and property restrictions, with which individuals must comply while attending reunification sessions.
- R. A prisoner who is transferred to a facility in order to receive MPRI services shall be given the opportunity to change his/her approved telephone lists and approved visitors lists as necessary to facilitate programming needs within 30 calendar days after that transfer. These changes shall be in addition to those allowed under PD 05.03.130 "Prisoner Telephone Use" and PD 05.03.140 "Prisoner Visiting".

#### TRANSITION ACCOUNTABILITY AND CASE MANAGEMENT PLANS

- S. A Transition Accountability Plan (CSJ-311) and Case Management Plan (CSJ-390) shall be prepared for each prisoner receiving MPRI services. The plans shall be prepared by staff designated by the Warden (e.g., ARUS), an FOA reentry agent assigned to the facility, and/or the appropriate Transition Team.

#### RELEASE OF INFORMATION

- T. Prior to receiving information regarding a specific prisoner, a person providing MPRI services who is not a Department employee shall be required to sign an agreement to respect the confidentiality of that information and not discuss medical record information or other official information or reports with unauthorized persons. The agreement also shall require that personal information not be divulged for other than legitimate, authorized business purposes. This is not required if the person is providing services under a contract with the Department which provides for such confidentiality.
- U. Information from a prisoner's health record and substance abuse information shall be disclosed only upon receipt of a signed release from the prisoner.

#### OPERATING PROCEDURES

- V. The FOA Deputy Director and Wardens of facilities offering MPRI services shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive.

#### AUDIT ELEMENTS

- W. A Primary Audit Elements List has been developed and will be provided to Wardens to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:08/23/05